

F.No.II/26(1)/2019/Estt.- 747

भारत सरकार

Government of India

गृह मंत्रालय

Ministry of Home Affairs

स्वापक नियन्त्रण ब्यूरो

Narcotics Control Bureau

पश्चिमी खण्ड-1, विंग-5

West Block No.1, Wing No.5,

रामा कृष्णा पुरम, नई दिल्ली

R K Puram, New Delhi -110 066

Date : 11 March, 2021

**Subject : Rotational Transfer Policy (RTP) of Narcotics Control Bureau :
Regarding.**

Narcotics Control Bureau was established in the year 1986 under section 4(3) of Narcotic drugs and Psychotropic Substances Act, 1985 and created with a sanctioned manpower of 164 officials with Headquarters at New Delhi along with four Zonal Offices having locations at Delhi, Varanasi, Mumbai and Chennai. Today, the strength of the organisation has reached to 1107 personnel and a comprehensive proposal has been submitted to the Ministry of Home Affairs for cadre restructuring structural changes in the organisation. In the proposal, it was proposed to increase the present manpower strength. A need has been felt to formulate a transfer policy for the NCB at all levels in the organisation to ensure a healthy rotation, transparency and welfare of the organisation and the employees.

2. In view of the nature of duties of NCB as well as its growing strength and pan-India presence, it has been considered expedient to have a "**Rotational Transfer Policy**" in NCB. Transfer is a normal incidence in Government service and tool in human management. It will not be in public interest for an employee as well as the organisation to remain posted at one station permanently.

3. At present there are 13 Zones and 12 Sub Zones and 03 DDGs (Regional) offices established at Delhi, Mumbai and Kolkata. The proposal for strengthening of NCB is under consideration at MHA. After the sanction of the strengthening proposal, there would be 42 Zones. The Competent Authority reserves the right to amend the present policy at any point of time keeping in view of the organisational interest in mind.

4. The organisation has at present three category of posts. (i) Sensitive (ii) Non Sensitive and (iii) Ministerial, for the purpose of the Transfer Policy.

5. All the posts from and above Deputy Directors General will not come under the purview of Rotational Transfer Policy (RTP).

6. For the purpose of transfers in NCB, the country is divided into FOUR Regions :-

(i)	Northern Region	:	Comprising of NCB Hqrs., O/o the DDG(NR) and Delhi, Lucknow, Chandigarh, Jammu, Jodhpur Zones & Sub Zones comes under jurisdiction.
(ii)	Eastern Region	:	O/o the DDG (ER), Kolkata, Patna Zones & Ranchi, Bhubaneswar Sub zone.

	North Eastern Region/Part		Guwahati Zone, Imphal Sub Zone and other Zones/Sub Zones to be created in future in the states of Assam, Tripura, Meghalaya, Mizoram, Arunachal Pradesh, Manipur and Nagaland.
(iii)	Western Region	:	Comprising of O/o the DDG (SWR) Mumbai and Mumbai, Ahmedabad, Indore Zones & Sub Zones comes under jurisdiction.
(iv)	Southern Region	:	Comprising of Chennai and Bangalore Zones & Sub Zones comes under jurisdiction.

7. First transfer can be Intra Region and thereafter Inter Region transfer may be affected. If any personnel on his own request seeks transfer Inter Region, then he/she may lose his claims for Intra Region transfer. His future transfer will be considered first Intra-region of that Region or as decided by the DG, NCB.

8. **Tenure of posting for all posts**

- a) 05 years tenure at a station and 08 years tenure in one Region for all posts upto Superintendent.
- b) 03 years tenure at a station and 06 years tenure in one Region for Assistant Director and above.
- c) The deputation tenure is for a period of three years (extendable upto 07 years), deputationists should be considered for choice station for the initial posting and then can be transferred as para-8 (a) & (b).

9. **Meaning of Location:-**

Location here means one station irrespective of change of authority. For Ex-Tenure of Delhi will be considered one location irrespective of transfer among DZU/DDG (NR) and NCB HQrs.

10. **Relaxation on Transfer/Rotational Transfer :-**

- (a) Female employees should be given a choice place of posting to the place of their spouse or near to the station where their spouse are posted. The DoP&T's instructions issued vide its OM No.28034/9/2009-Estt.(A) dated 30th Sept, 2009 (amended from time to time), keeping husband and wife at the same station shall be kept in view, as far as possible.
- (b) Female/male employec who is a care-giver of dependent daughter/son/parents/spouse/brother/sister with Specified Disability, as certified by the Certified Authority as a Person with Benchmark Disability as mentioned in DOPT's OM No.42011/3/2014-Estt.(Res) dated 08 Oct, 2018, may be exempted from the routine exercise of transfer/rotational transfer subject to the administrative constraints.
- (c) As far as possible, the persons with disabilities may be exempted from the rotational transfer/transfer. Further, preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to administrative constraints in accordance with DOPT's OM No.36035/3/2013-Estt.(Res) dated 31 March, 2014.

(d) The officers/officials whose spouse are working with the Government should be posted either at same station or to the nearest station.

(e) Any officer, having less than three years of remaining service i.e. who has crossed 57 years of age, shall be considered for a posting at choice station.

11. **OFFICERS POSTED IN NORTH EAST REGION**

Personnel of all categories posted in North East Region (locations in seven sisters state) shall generally have a tenure of 03 years at a time with service upto 10 years and 02 years at a time for officers with more than 10 years of service after which they may be transferred subject to administrative feasibility. They may be asked for choice posting on completion of tenure in NE Region. Their choice would be considered but due to administrative reasons their choices could be turned down.

The instructions of DoPT may be followed in this regard subject to availability. The personnel who opt for NE region or whose home state is under NE Region may not be considered for transfer after 03 years or described in this para above. The guidelines as enshrined in para-8 will be applicable.

12. **APPLICABILITY OF TA ON TRANSFER (TTA) & JOINING TIME (JT)**

Officers and staff who have completed three years or more at one station will be entitled for Joining Time and TA on Transfer whether by public interest or own request. 02 years tenure will be applicable to the North East Region/Part.

13. Routine transfer will be done once in a year in the month of March i.e. before beginning of the new academic session of their wards. But orders of transfer may be issued on administrative exigencies at any point of time. Representations will be invited to be submitted with choices of posting by January end for compilation and consideration. Normally Posting/transfer cases/applications should reach at NCB Hqrs./DDG(Regional) offices (as the case may be) by January end along with the bio-data indicating past posting details of the affected officials/officers on the prescribed proforma enclosed as Annexure-A. Recommendation of the concerned Head of Office/DDG of the Region is necessary. Advance/directly received application will not be entertained. Concerned DDG(Regions) to ensure that posting/transfer cases may not be forwarded in piecemeal.

14. **POSTING/TRANSFER ON EXTREME COMPASSIONATE/MEDICAL GROUNDS**

Requests for Posting/transfer on extreme compassionate/medical grounds may be considered at any time on case to case basis through a grievances mechanism issued by NCB Headquarters vide reference No.II/21(1)/2019/Estt.-1794 dated 20/09/2019.

15. **AUTHORITY COMPETENT TO APPROVE TRANSFER**

Group wise authority is as follows :-

S/ No.	Group	Particulars	Competent Authority
(a)	Group-A & B	All Group-‘A’ & ‘B’ officers of NCB	Director General, NCB
(b)	Group-‘C’	All Group-‘C’ officials for out of Region.	Dy Director General (IIQ), NCB Hqrs.

S/ No.	Group	Particulars	Competent Authority
(c)	Group-‘C’	All Group-‘C’ officials for out of Zones/Sub Zones but within the Region.	Concerned DDG(Region)

16. Posting/transfer cases will be scrutinized by a Committee constituted as under by 15th February and the Committee will submit its recommendation to the Competent Authority in the end of February :-

a) For Group-‘A’ & ‘B’

Chairman : Dy Director General(HQ), NCB
 Member-1 : Deputy Director
 Member-2 : Assistant Director

b) For Group- ‘C’

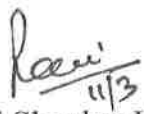
Chairman : Deputy Director/Zonal Director
 Member-1 : Assistant Director
 Member-2 : Superintendent

17. Any transfer can be carried out contrary to the Rotational Policy, on administrative or vigilance grounds.

18. In addition to above, right to interpretation of the guidelines/instructions rests with DG, NCB.

19. DG, NCB shall be competent to relax any provision of the above policy in the interest of administrative efficiency of the organization and in the public interest.

20. This issues with the approval of the DG, NCB.


 (Ravi Shanker Joshi)
 Assistant Director (Admin)

Distribution :-

1. All DDsG (Regions), NCB
2. All Zonal Directors, NCB
3. Dy Director (Ops) & Dy Director (P&C), NCB Hqrs.
4. Dy Legal Advisor, NCB Hqrs.
5. Dy Director (OL), NCB Hqrs. – For Hindi version
6. Assistant Director/DDO, NCB Hqrs.
7. Assistant Director (P&C/Ops & Enf), NCB Hqrs.
8. All Superintendents, NCB, Sub Zones
9. PS to DG, NCB
10. PS to DDG(HQ) & PS to DDG(Ops), NCB Hqrs.
11. SO(Admin), NCB Hqrs.,
12. NCB Hqrs., (Vigilance Section)
13. NCB Hqrs., (APAR Section)
14. All Sections/Branches of NCB Hqrs.
15. IO (HQ), NCB Hqrs.
16. Guard file/file

BIO – DATA IN RESPECT OF SMT/SHRI _____ OF
 DESIGNATION _____ OF
 _____ (DDG OFFICE/ZONE/SUB ZONES)

1.	Name (in Block letters)	:	
2.	Designation	:	
3.	Date of Birth	:	
4.	Father's Name	:	
5.	Educational Qualification	:	
6.	Date of joining in Govt. Service	:	
7.	Date of joining in NCB	:	
8.	Whether on deputation or NCB Cadre	:	
9.	If deputationists, write name of parent department	:	
10.	Home State	:	
11.	Mother Tongue	:	
12.	Permanent Home Address	:	
13.	Present Home Address	:	
14.	Marital Status	:	
15.	Whether DE/vigilance case pending or contemplated against him/her	:	
16.	Three choices of posting	:	1..... 2..... 3.....
17.	Performance during the last three years a) Outstanding b) Very Good c) Satisfactory d) Average	:	
18.	Past posting details	:	
19.	S/No. Location		Period of Stay (attachment period may also be shown) From
	To		From
20.	It is certified that the above particulars have been verified from the Service Book of the concerned officer/officials and found correct. Signature of concerned DD/ZD/Supdt		
21.	Comments/Remarks of the concerned DD/ZD RECOMMENDED/NOT RECOMMENDED Signature of concerned DD/ZD		
22.	Comments/Remarks of the concerned DDG RECOMMENDED/NOT RECOMMENDED Signature of concerned DDG		